

Assignment 5

Textbook Assignment: "Receipt of Incoming Stock continued)," chapter 4, pages 4-16 through 4-26; "Issues," chapter 5, pages 5-1 through 5-14; and "Inventory," chapter 6; pages 6-1 through 6-5.

- In answering questions 5-1 through 5-28, refer to chapter 4 of the text.

Learning Objective: Explain the procedures used for extending receipt documents. (Continued from assignment 4.)

- 5-1. When operating under separate responsibility, which of the following functions will the ROM system NOT accomplish in regard to the receipt document?

1. Extend the receipt document at retail price
2. Assign a receiving number to the receipt document
3. Post the receipt document to the NAVSUP Form 977
4. Extend the receipt document at cost price

- In answering question 5-2, refer to the following paragraph.

You receive five (5) stereo cassette players from Sharp Electronics Corporation with the following information provided:

Cost of each unit \$48.87
Transportation charges. \$12.52
Discount 2%/30
Credit memo #6148 applied to
this order \$61.58

- 5-2. What is the total dollar value at cost for this receipt document?

1. \$190.15
2. \$190.40
3. \$191.38
4. \$191.63

- 5-3. ROM users must indicate in the ROM system data base when a combined responsibility is in effect using what computer function?

1. The data file query function
2. The receipt function
3. The requisition/purchase order function
4. The resale operations constants function

Learning Objective: Explain the procedures used when making receipt entries to the ship's store records.

- 5-4. When operating under separate responsibility, which of the following figures taken from the receipt document do you enter in the appropriate column of the NAVSUP Form 977?

1. The total dollar value at cost
2. The subtotal at cost
3. The total cost value less transportation charges
4. The total dollar value at retail

- 5-5. ROM users will compare the dollar amount entered on the Journal of Receipts, NAVSUP Form 977, with the manually extended dollar amount on the receipt document.

1. True
2. False

5-6. On which of the following copies of the receipt document should the ship's store recordskeeper enter the receiving number?

1. The bulk storeroom custodian copy only
2. The receipt inspector and bulk storeroom custodian copies only
3. The receipt inspector, bulk storeroom custodian, and the receipt from purchase copies only
4. All copies of the receipt document

5-7. When operating under combined responsibility, which of the following totals for retail items do you take from the receipt document and enter in the appropriate column of the Ship's Store Afloat Financial Control Record, NAVSUP Form 235?

1. The total dollar value at cost
2. The total retail price
3. The total cost value
4. The total dollar value at retail

5-8. When operating under combined responsibility, you obtain the number identifying the entry made in the Ship's Store Afloat Financial Control Record, NAVSUP Form 235, for a receipt from what form?

1. NAVSUP Form 464
2. NAVSUP Form 977
3. NAVSUP Form 978
4. NAVSUP Form 980

5-9. The ROM system will automatically enter receipt information to the NAVSUP Form 235 after which of the following actions are accomplished?

1. Store number 99 is entered in the ROM receipt function
2. Combined responsibility is indicated in the resale operations intrastore transfer function
3. Separate responsibility is indicated in the resale operations constants function
4. Combined responsibility is indicated in the resale operations constants function

5-10. Which of the following types of receipts are NOT entered on the Journal of Receipts, NAVSUP Form 977?

1. Receipts from other supply officers
2. Receipts directly into the sales outlet
3. Receipts of foreign merchandise
4. Receipts from other appropriations

5-11. It takes four separate shipments for your ship to receive an order from a commercial vendor. How many receiving numbers can you expect to assign from the journal of receipts for this order?

1. One
2. Two
3. Three
4. Four

5-12. When materials are received directly into the sales outlet from a commercial vendor, what document is used as the breakout document?

1. The expenditure document
2. The receipt document
3. The intrastore transfer document
4. The number control document

5-13. What numeric code will be entered in the ROM receipt function to identify the ship's store activity receiving merchandise when it is received directly into that activity?

1. Class number code
2. Store number code
3. Department code
4. Sequence number code

5-14. What numeric code is entered by ROM users into the ROM receipt function to identify the bulk storeroom?

1. 99
2. 98
3. 97
4. 96

5-15. When receiving stock from the general mess, from what source will ROM users indicate the stock was received in the ROM receipt function?

1. Other supply officers
2. Commercial vendors
3. Other ship's store officers
4. Another appropriation

Learning Objective: Identify procedures for entering receipts on the Stock Record, NAVSUP Form 464.

5-16. ROM users must create a stock record for all stock items with the exception of special order items.

1. True
2. False

5-17. Receipt data is automatically entered on the stock records by the ROM system based on the information entered by ROM users in what ROM function?

1. Stock record maintenance function
2. Receipt function
3. Requisition/purchase order function
4. Stock record master view function

5-18. When you are manually entering receipts to the NAVSUP Form 464, how will you verify that the item on the stock record is the same as the item shown on the receipt document?

1. Match stock numbers
2. Match cost prices
3. Match retail prices
4. Match the vendor style number

5-19. The unit cost price shown on the NAVSUP Form 464 is based on which of the following prices?

1. Receipt price of oldest stock
2. Average cost price based on extended inventory
3. Last receipt price
4. Average of former and last receipt price

5-20. The cost price for each stock item entered by ROM users in the ROM system data base will include any discounts or transportation charges.

1. True
2. False

Stock item	Athletic tube socks
Cost price	\$12.00
Number of retail units in a purchase unit	6
Unit of issue	Each

Figure 5A

- IN ANSWERING QUESTION 5-21, REFER TO FIGURE 5A.

5-21. What would be the cost price per retail unit for the athletic tube socks?

1. \$1.00
2. \$2.00
3. \$12.00
4. \$4.00

5-22. What column of the NAVSUP Form 464 is NOT used in combined responsibility?

1. Balance in Bulkroom column
2. Voucher Number column
3. Rec From Expend To column
4. Total Balance column

5-23. When posting a receipt to the NAVSUP Form 464 for merchandise received directly into the sales outlet, which of the following actions will NOT be done?

1. Post the amount received in the Received column
2. Post the voucher number
3. Increase the Balance in Bulkroom column by the amount received
4. Post the amount received in the Expended column

Learning Objective: Identify the procedures for filing and distributing receipt documents.

5-24. What copy of the requisition document DD Form 1348 is held in file SSA-5 with one copy of the receipt document DD Form 1348-1 until it is transmitted to the appropriate FAADC?

1. Pink copy
2. Green copy
3. Yellow copy
4. Hardback copy

5-25. The original of the requisition document DD Form 1149 is distributed to which of the following files/activities?

1. The issuing activity
2. File SSA-21
3. The receiving activity
4. File SSA-13

5-26. When fast pay procedures do not apply, the original of the DD Form 1155 is distributed to what file/activity after the merchandise is received?

1. NAVRESSO
2. File SSA-11B
3. The vendor
4. File SSA-11C

5-27. When fast pay procedures apply, the receipt inspector copy of the DD Form 1155 is extended at cost by the ship's store officer and used to compare extensions on the incoming material file copy.

1. True
2. False

5-28. What copy(ies) of the purchase order for foreign merchandise received from the Navy exchange is/are filed in SSA-21 and later filed in the retained returns?

1. Copy from the receipt inspector file
2. Copy from the receipt from purchase file
3. Copy from the incoming material file
4. All of the above

● In answering questions 5-29 through 5-59, refer to chapter 5 of the text.

Learning Objective: Indicate the definition of issues in ship's store afloat and explain the correct procedures used for issuing ship's store and standard Navy clothing stock for health and comfort purposes.

5-29. What definition below best describes what an issue is in ship's store afloat?

1. An expenditure of stock for further purpose
2. A miscellaneous expenditure to the Navy Stock Fund
3. A receipt and expenditure from another appropriation
4. A receipt into one of the service activities

5-30. Issues of ship's store stock for health and comfort purposes are made at what price?

1. Standard price
2. Cost price
3. Markdown price
4. Retail price

- 5-31. Health and comfort issues may be made to personnel in a pay status when which of the following conditions applies?
1. A person on a first enlistment who is reporting for duty and has not received his or her initial clothing allowance
 2. A person returning from unauthorized absence
 3. A person temporarily out of money
 4. All of the above
- 5-32. What is the maximum amount at retail, if any, of health and comfort issues (excluding clothing items) a person can be issued in 1 month?
1. \$10
 2. \$25
 3. \$35
 4. None; there is no limitation
- 5-33. What official aboard ship approves all health and comfort issues to personnel in a pay status?
1. The commanding officer
 2. The chief master-at-arms
 3. The supply officer
 4. The ship's store officer
- 5-34. An issue to a member in a pay status who is without funds is charged to his or her individual pay record even if it results in overpayment.
1. True
 2. False
- 5-35. What form is used to issue ship's store stock (excluding clothing items) for health and comfort purposes?
1. DD Form 504
 2. NAVSUP Form 28
 3. NAVSUP Form 28A
 4. Either 2 or 3 above, depending on whether the issue is for a male or female
- 5-36. A copy of what document must be attached to the form used for health and comfort issues to personnel in a pay status before the issue can be approved?
1. The member's pay record
 2. The member's social security card
 3. The member's military identification card
 4. The member's enlistment document
- 5-37. By what means is the retail store operator reimbursed for health and comfort issues made to personnel in a pay status?
1. An expenditure invoice document
 2. A check issued by the disbursing officer charging the person's pay record
 3. A survey to ship's store profits
 4. The operating budget of the ship
- 5-38. When making issues to personnel in a nonpay status, ROM users will enter issue data into the ROM data base using what ROM function?
1. Intrastore transfer function
 2. Miscellaneous expenditure function
 3. Resale operations reports function
 4. Survey function
- 5-39. How often is the ship's store officer required to submit the names, social security numbers, and value of issues made to personnel?
1. Weekly
 2. Monthly
 3. Each accounting period
 4. Annually

Learning Objective: Identify the correct procedures used to issue ship's store and clothing stock to the Marine Corps and other miscellaneous activities.

- 5-40. Under what conditions can ship's store stock be issued to the Marine Corps?
1. When deployed overseas
 2. When requested by the individual marine
 3. When requested by the senior enlisted marine
 4. When a written request from the Marine Corps detachment's commanding officer is received
- 5-41. What document is used to issue ship's store stock to the Marine Corps?
1. DD Form 504
 2. DD Form 1149
 3. DD Form 1155
 4. NAVSUP Form 28
- 5-42. ROM users will enter issues to the Marine Corps in the miscellaneous expenditure function as an issue in kind.
1. True
 2. False
- 5-43. When, if ever, may items required for the health and comfort of survivors of aircraft disasters be issued or donated by personnel of the rescuing ship when the survivors are without personal funds?
1. After approval of the medical officer
 2. After approval of the supply officer
 3. After written orders from the commanding officer
 4. Never
- 5-44. When it is impossible to collect cash at the time of making issues to merchant ships in distress, the items issued will be invoiced to what fund/activity?
1. The ship's OPTAR fund
 2. The Navy Ships Parts and Control Center (SPCC)
 3. The individual ship's store profits
 4. The Navy Stock Fund
- 5-45. ROM users will enter issues to merchant ships in the ROM miscellaneous expenditure function as what type of expenditure?
1. Issues to ship's use
 2. Issues in kind
 3. OSO transfer
 4. Issues to other appropriations
- 5-46. Issues to the general mess are made at what price for canned sodas?
1. Retail price
 2. Cost price
 3. 10% over cost price
 4. Standard price
- 5-47. What document is used to issue authorized items to the general mess?
1. DD Form 200
 2. DD Form 504
 3. DD Form 1149
 4. DD Form 1155
- 5-48. In combined responsibility, issues to the general mess are posted to which of the following records?
1. NAVSUP Form 978 only
 2. NAVSUP Forms 978 and 464 only
 3. NAVSUP Forms 464 and 235 only
 4. NAVSUP Forms 235, 464, and 978
- 5-49. Authorized issues to ship's use are charged to what fund?
1. Ship's Store Profits, Navy
 2. Navy Stock Fund
 3. Imprest fund
 4. OPTAR fund
- 5-50. Which of the following items should NOT be issued to ship's use, but procured according to the procedures in the NAVSUP P-485?
1. Film
 2. Padlocks
 3. Cameras
 4. Flashbulbs

- 5-51. T-shirts with the ship's identification may be issued to ship's use under what conditions?
1. While the ship is deployed overseas they may be issued to ship's use and presented as a gift to overseas government officials
 2. While the ship is in the home port they may be issued to ship's use and given to the public during tours of the ship
 3. They may be issued to ship's use and given to foodservice personnel as organizational clothing
 4. They may be issued to ship's use and given to any person on the occasion of reenlistment, retirement, or transfer
- 5-52. To what official instruction(s) should you refer for guidelines on issuing ship's plaques for ship's use?
1. NAVRESSOINST 4067
 2. Local type commander instructions
 3. SECNAVINST 3509.4
 4. Both 2 and 3 above
- 5-53. Issues of clothing items for ship's use are limited to which of the following individuals?
1. Personnel constantly in the public's view
 2. Personnel engaged in work that is unusually destructive to clothing
 3. Personnel assigned to the deck force
 4. Personnel assigned to the engineering department
- 5-54. Issue of shoulder sleeve unit identification marks (UIMs) is accomplished according to which of the following instructions?
1. NAVRESSOINST 4067
 2. Local type commander instructions
 3. SECNAVINST 3509.4
 4. NAVRESSOINST 10120.10
- 5-55. What form is used to issue clothing items for ship's use?
1. DD Form 504
 2. DD Form 1149
 3. DD Form 1348
 4. NAVSUP Form 28
- 5-56. What officer must sign the signature block of the issue to ship's use document?
1. Commanding officer
 2. Disbursing officer
 3. Supply officer
 4. Ship's store officer
- 5-57. Issue of cost items to the service activities is made using what ship's store document?
1. NAVSUP Form 973
 2. DD Form 1149
 3. DD Form 1155
 4. DD Form 1348
- 5-58. To issue cost items to the service activities, ROM users will use what ROM function?
1. Intrastore transfer function
 2. Requisition/purchase order function
 3. Miscellaneous expenditure function
 4. Receipt function
- 5-59. Which of the following retail outlets/service activities must be summarized separately at the end of the accounting period on a DD Form 1149 for issues of cost items?
1. Ship's laundry
 2. Barbershop
 3. Drink vending machines
 4. Snack bar
- In answering questions 5-60 through 5-74, refer to chapter 6 of the text.

Learning Objective: Identify practices and procedures relating to preliminary preparations and training of personnel to conduct inventories aboard ship.

- 5-60. Ship's store inventories are taken for which of the following purposes?
1. To determine the money value of stock on hand
 2. To identify stock shortages and overages and determine financial liability
 3. To bring stock records into agreement with actual stock on hand
 4. All of the above
- 5-61. An itemized inventory of all ship's store and standard Navy clothing stock is taken at which of the following times?
1. When there is evidence of unauthorized entry into the sales outlet
 2. When the ship's store officer is relieved
 3. At the end of the accounting period
 4. All of the above
- 5-62. Under which of the following conditions is it acceptable to conduct a price line inventory instead of an itemized inventory of stock in ship's store afloat?
1. When the sales outlet operator is relieved in combined responsibility
 2. When the bulk storeroom custodian is relieved in separate responsibility
 3. Monthly in a sales outlet operated by more than one person
 4. All of the above
- 5-63. What individual aboard ship is responsible for a complete and accurate ship's store inventory?
1. The ship's store recordskeeper
 2. The supply department leading petty officer
 3. The ship's store officer
 4. The responsible custodian
- 5-64. What method is used to inventory stock in ship's store afloat?
1. Single-count system using one person
 2. Single-count system using two inventory teams
 3. A two-count system using two inventory teams
 4. A multiple-count system using one inventory team
- 5-65. An inventory team under normal conditions consists of how many personnel?
1. One
 2. Two
 3. Three
 4. Four
- 5-66. Multiple inventory teams may be used on larger ships with several sales outlets with the approval of what officer?
1. The ship's store officer
 2. The supply officer
 3. The commanding officer
 4. The type commander
- 5-67. When multiple inventory teams are used, what individual will supervise each of the teams?
1. The team leader
 2. The leading Ship's Serviceman
 3. The ship's store officer
 4. The supply officer
- 5-68. Inventory teams may be made up of one person when sufficient personnel are not available.
1. True
 2. False
- 5-69. Which of the following personnel may NOT be assigned to an inventory team?
1. The office recordskeeper
 2. The ship's store officer
 3. The retail store operator
 4. The bulk storeroom custodian

- 5-70. What is the purpose of the inventory layout sketch?
1. To instruct inventory personnel on proper inventory procedures
 2. To use as a guide for posting ship's store records
 3. To make sure an accurate and fast inventory is done
 4. To make sure all stock is counted by line item
- 5-71. When will the ship's store officer prepare the layout sketch?
1. Before the inventory
 2. During the inventory
 3. After the inventory
 4. After submitting the returns
- 5-72. Which of the following items must be removed from the retail store before an inventory is conducted?
1. Tax-paid cigarettes
 2. Items that were marked down for faster sale
 3. Empty boxes
 4. Expensive jewelry

Learning Objective: Identify the procedures for preparing the inventory count sheets in manual and automated procedures. (Continued in assignment 6.)

- 5-73. In ROM procedures, what form is used to record inventories?
1. The inventory worksheet
 2. The Inventory Count Sheet, NAVSUP Form 238
 3. Either 2 or 3 above, depending on availability
 4. A locally prepared inventory form
- 5-74. The Inventory Count Sheet, NAVSUP Form 238, consists of four copies color-coded white, pink, blue, and yellow. Which of the following copies is/are used by the first count team?
1. The white copy only
 2. The yellow and pink copies
 3. The pink and blue copies
 4. The white and yellow copies